

Internal Reporting System

1. In general, whistleblowing means that an individual (whistleblower) can inform the designated responsible person about illegal conduct committed by another person in the workplace or in connection with the performance of activities for the employer. We believe that reporting suspected misconduct protects the values of our business, as it allows us to identify problems in time, prevent inappropriate behaviour and reduce costs related to corrective actions. The reporting system also protects the anonymity of the whistleblower and prevents any retaliation.
2. Therefore, in accordance with Act No. 171/2023 Coll., on the Protection of Whistleblowers (the "**Act**"), Witzenmann Opava, spol. s r.o., Nákladní 2855/7, 746 01 Opava, Czech Republic ("**Witzenmann Opava**"), has established an internal reporting system (whistleblower line) representing a set of procedures to receive and handle reports of unlawful conduct, protect the identity of the whistleblower and other persons, protect the information contained in the report and communicate with the whistleblower.
3. Witzenmann Opava declares that it is aware of the prohibition of retaliatory measures set out in Section 4(1) of the Act.
4. The responsible persons within the meaning of Sections 9(1) and 10 of the Act are:
 - Johannes Gugel
 - Nele Strobel
 - Michaela Kiechle
 - Anna Piliarová
 - Jindřich Kadoun
5. The contact details for the responsible persons are as follows:
 - Address: Nákladní 2855/7, 746 01 Opava
 - Phone: +420 739 707 790
6. The report may be submitted to the responsible person as follows:
 - in **writing**, i.e. via the Witzenmann Reporting Office that can be reached in a protected and secure environment at the particular link and QR code that is available internally in the respective Guidelines of Witzenmann Opava;
 - **orally**, i.e. (i) **in person** following a previous telephone or written request. Whistleblowers may submit the report to the responsible person within 14 days from their request at a personal meeting at Nákladní 2855/7, 746 01 Opava. If desired, (ii) the whistleblower might also arrange via the Witzenmann Reporting Office a **phone call** with the responsible person in order to submit the report.
7. The whistleblower will be notified of the receipt of the report within seven days of its submission. The results of the investigation and assessment of the report will be notified to the whistleblower within 30 days from the date of receipt of the report. In factually or legally complex cases, this period can be extended by up to 30 days, but no more than twice. The responsible person will inform the whistleblower in writing about the extension of the deadline and the reasons for its extension before it expires.
8. In accordance with Section 9 (2) (a) of the Act, Witzenmann Opava excludes the possibility of submitting the Report through the Internal Reporting System to persons who do not perform work or other similar activities for Witzenmann Opava in accordance with Section 2 (3) (a) (b) (h) (i) of the Act. Witzenmann Opava declares that whistleblowers can also submit reports anonymously, if they wish.

9. When reporting, whistleblowers must only provide truthful information. Knowingly reporting false information is illegal and may lead to a fine.
10. Witzenmann Opava is obliged to inform whistleblowers that they may also submit a report externally to the Ministry of Justice of the Czech Republic. Reports can be made (i) in person, (ii) by telephone (221 997 840), (iii) by e-mail at oznamovatel@msp.justice.cz or (iv) via a secure electronic tool available at: <https://oznamovatel.justice.cz/chci-podat-oznameni/>. Nevertheless, Witzenmann Opava encourages all whistleblowers to always first use the Internal Reporting System if there are indications of unlawful conduct in order to constructively contribute to an open culture at Witzenmann Opava as well as within the Witzenmann Group and effectively prevent any damage. Witzenmann Opava reassures whistleblowers that in line with the principles laid down in its Guidelines it will seriously and resolutely follow up on all good faith reports.
11. Be advised that this notice only contains the necessary minimum information required by the Act. Detailed information on the operation of the internal reporting system may be found in the Guidelines of Witzenmann Opava.

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